Sending Emails
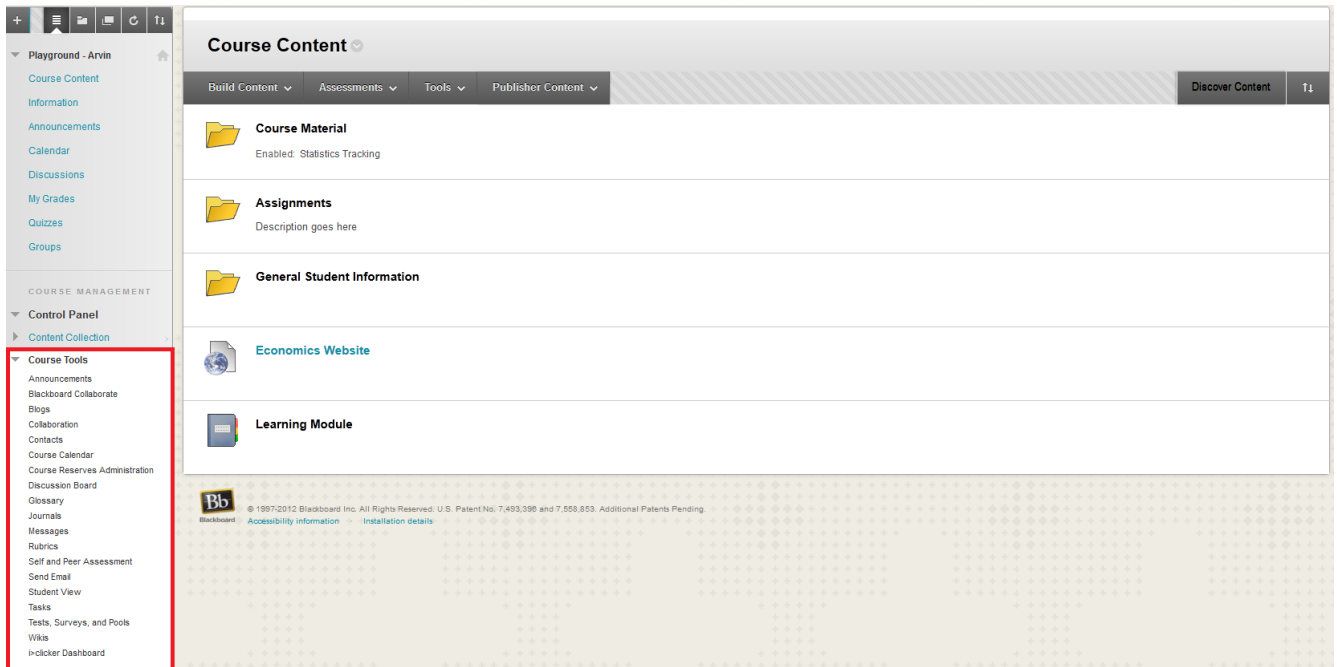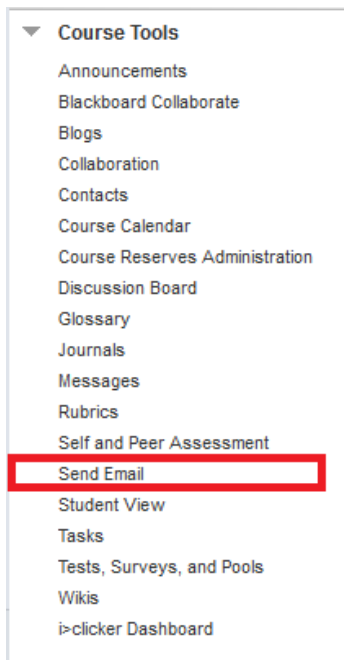
1. To **Send** an e-mail, navigate to **Course Tools** under the **Control Panel**.
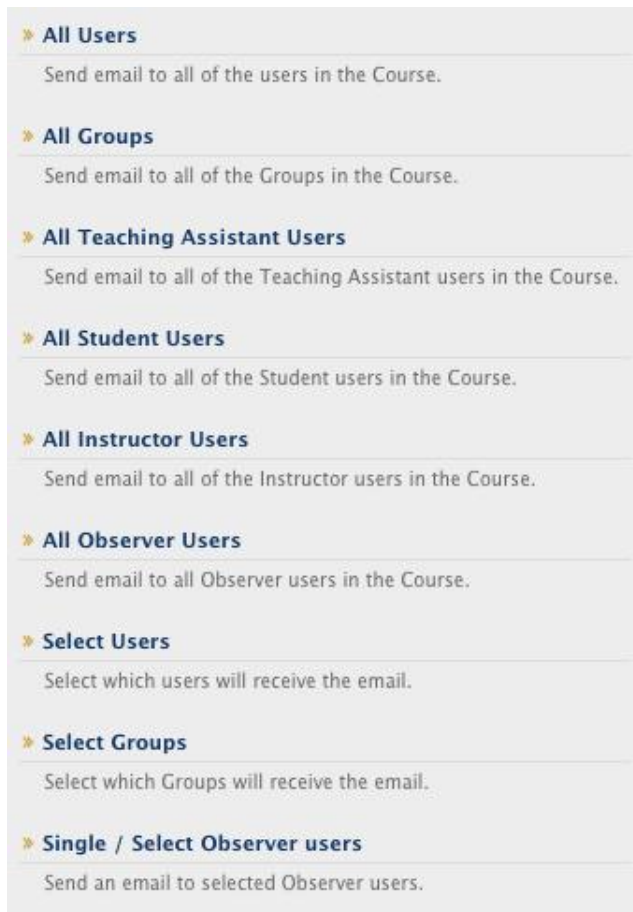

2. Click **Send Email.**

3. **Select** a group to send an e-mail to from the **list**. You can send messages to students, teaching assistants, co-instructors, student groups or everyone participating in the course.

» **All Users**

Send email to all of the users in the Course.

» **All Groups**

Send email to all of the Groups in the Course.

» **All Teaching Assistant Users**

Send email to all of the Teaching Assistant users in the Course.

» **All Student Users**

Send email to all of the Student users in the Course.

» **All Instructor Users**

Send email to all of the Instructor users in the Course.

» **All Observer Users**

Send email to all Observer users in the Course.

» **Select Users**

Select which users will receive the email.

» **Select Groups**

Select which Groups will receive the email.

» **Single / Select Observer users**

Send an email to selected Observer users.

4. If you need to send messages to specific users, click **Select Users**.

5. Fill out the **E-mail's Details**.

Set Email Details

1. In the **Email Information** section, select users from the "**Available to Select**" box to the "**Selected**" box.

Note: To select multiple users, PC users hold down the control key, while MAC users hold down the command key.

Email Information

To	Available to Select		Selected
	LC, Arts	> <	
	Invert Selection Select All		Invert Selection Select All

Invalid Email   User, Demo

From   Arts LC ▇▇▇▇▇▇

Subject

Message   Text Editor is: ON

Path: body

A copy of this email will be sent to the sender.

Return Receipt ☐

Attachments   Attach a file

2. Enter a **Subject** for the e-mail
3. Type your **Message**
4. (Optional) **Attach** a file
5. Click **Submit!**

A **Notification** will display at the top of the screen indicating the e-mail was sent.